



Marwen Manager of Site Rentals

Status: Full-Time
Benefits: Yes
Reports to: Director of Finance and Administration

Summary of role:

The Manager of Site Rentals is a highly self-motivated individual who actively seeks and cultivates new business for site rentals to boost Marwen's earned revenue. This person nurtures existing partner relationships to retain future revenue. Working closely with organizational leadership, the position sets a strategic vision and plan to establish Marwen as a premiere event space. The position collaborates with all departments to conceptualize, implement, and assess the cost-benefit analysis of site rentals. As a spokesperson for Marwen's mission, this person leverages strong marketing and communications skills to promote Marwen as a meaningful organization to support through site rentals. This position offers a base salary with commission structure for exceeding revenue goals.

Responsibilities:

Site Rentals

- Shape vision and policy for site rentals to support revenue growth
- Implement marketing and sales strategies to develop and promote site rental offerings
- Perform cost-benefit analysis of events and packages, including revenue projections
- Research prospective clients, develop priority lists, and initiate contact
- Represent Marwen at external meetings, events, and industry functions
- Assess event inquiries to determine viability, capacity, and timing
- Work with client to create and finalize an event plan including timeline, layout, equipment/supply needs, A/V support, staff support, as well as setup and breakdown responsibilities (including delivery and pick-up)
- Maintain regular, clear, and thoughtful communications with Marwen staff, working closely with education and facilities teams to avoid conflict with programming needs and priorities
- Provide onsite support for rentals and act as the primary event coordinator
- Uphold responsibility for maintenance and care of facilities during rentals, work with clients to ensure accountability for repairs if damage occurs
- Track and assess revenue, report performance to Director of Finance and Administration

Communications & Development

- Work with Senior Manager of Communications to inform and support communications strategies
- Design and implement site rental marketing plan to meet or exceed revenue goals
- Design and leverage new sales tools to increase visibility in new markets
- Collect and manage inventory of photos from events
- Work with the Director of Development to build and implement a client cultivation plan
- Work with development team to follow-up on trustee requests or referrals

Qualifications:

- Experience developing and overseeing event revenue budgets with solid financial acumen and demonstrated history of meeting or exceeding revenue goals
- Experience in building client rapport as well as anticipating and responding to client needs, with demonstrated history in client acquisition, satisfaction, and retention
- Experience developing and maintaining knowledge of current industry trends
- Demonstrated ability to work independently and collaboratively across multiple teams, nurturing and cultivating relationships
- Understanding of (or eagerness to learn) the arts, education, and youth development landscape

Requirements:

- 3-5 years of experience in space rental, event management, or hospitality fields
- Self-starter with established network of contacts in special events field
- Ability to work a flexible schedule, including some early morning, evening hours, and weekends
- Excellent verbal and written communication skills with strong interpersonal skills and a proven ability to develop and maintain productive relationships
- Strong organizational, project management, planning, problem solving, presentation, facilitation, and marketing skills
- Possess cultural competency and respectful dedication to working in service of students, families, and community members aligned with Marwen's mission
- Spanish fluency is a plus

About Marwen:

Marwen educates and inspires young people from under-resourced communities and schools through the visual arts. Marwen provides out-of-school visual art, college planning, and career development programs year-round to students from nearly every neighborhood in Chicago. The 8-studio facility is located in River North at 833 North Orleans. Practicing artists design and lead courses in a wide-range of disciplines, including painting, drawing, sculpture, ceramics, photography, animation, fashion design, and mixed media). Marwen is a highly collaborative organization in which all initiatives reflect the creativity of the organization. For more information, visit www.marwen.org. Marwen is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state or federal law.

Please send a resume and cover letter to careers@marwen.org with the subject line "Manager of Site Rentals". Deadline for submissions is April 30, 2019. No phone calls, please.